

Utah Instructional Materials Commission Publishers Meeting

July 26, 2011

9:00 a.m. – 12:00 p.m.

Utah State Office of Education Board Rooms

250 E 500 S, Salt Lake City, UT

Meeting called by Alan Griffin, Curriculum Content Specialist

Elaine Jones, IMC Office Assistant

Attendees: Brenda Hales, USOE Associate Superintendent

Diana Suddreth, Teaching and Learning Coordinator, USOE

Reed Spencer, Teaching and Learning Coordinator, USOE

Current & Prospective Publishers of Utah Instructional Materials

Attendees:

USOE Participants: Graham Ambrose, Peggy Barfuss, Niki Bates, Allison Bauers, Scott Burns, Jennifer Carlson, Nathan Cox, Abe Denzer, Greg Duce, Kristen Duffy, Cody Giles, Gail Hoffman, Andy Hofmeister, Dorleen Jensen, Terry Johnson, Mila McOmber, Jim Owen, Dan Peterson, Suzanne Kimball Rekow, Mickey O'Bagy, Sherri Ortman, Grant Richins, Paul Richins, Phillippe Seiler, Kevin Sheridan, Adrien Squire, Mary Lou Sundberg, Scott Tasker, Nadine Terry, Margaret Turner, Mike Turpin, Jennifer Watterson, Alan Griffin, Brenda Hales, Elaine Jones, Reed Spencer, Diana Suddreth.

Teleconference Participants: Jenny Adams, Tajuana Beres, Martha Coakley, Jenifer Coldiron, Corey Fitzgerald, Sara Garza, Nicole Genova, Vicky Hurwitz, Kelly A. Jackson, Evelyn Lancaster, Tracy MacMillan, Natasha Martin, Shannon Mason, Liza McDonald, Regina Miles, Joe Modzelewski, Holly Nicholls, Joseph Noble, Louis Piconi, Terry Ross, Jeanna Rowland, Kimberly Smith, Shelley Tesnow, Stewart Tracy, Kathy Trapp, Lynne Wetzel.

Excused: David Lanz, Nancy Petee, Sydnee Dickson, Kathy Webb.

1. Brief Overview (Alan Griffin)

This publisher meeting is designed to help publishers understand the textbook process for submitting instructional materials for use in Utah public schools.

2. Introductions (Alan Griffin)

Remote broadcast participants verbally signed in; participants at sight also introduced themselves; Brenda Hales, assoc. superintendent, also attended.

Website address note: <http://www.schools.utah.gov/curr/IMC> (IMC has to be capitalized)

Group taken to "News and Information" part of website

3. Rules (Alan Griffin)

Intent to Bid date sneaks up on people.

The Bid deadline, August 5, 2011, is a firm date. If publishers miss the deadline, the materials will have to wait until the next cycle (Language Arts and Math will have a spring review, but other content materials will have to wait until fall 2012.)

The signed contract makes it possible to publish the evaluations following the state board approval. A signed contract with USOE is essential. The contract is in the program guidebook (page 20 in current edition). Mail to USOE with appropriate signature.

NIMAS files are required because materials for the blind and visually impaired are important. Publishers are encouraged to supply the contact information provided by NIMAC. Item 8 in the contract shows what is required for NIMAS.

Correlations for materials are not currently required for Recommended Primary materials. Changes in legislation during 2012 session could occur. Correlations by publishers can be done, but will not be housed at USOE or other state sites.

Samples for digital require only a login/password access.

4. Common Core Standards (Diana Suddreth, Reed Spencer)

Common Core Overview and Math (Diana)

How will the Common Core affect your materials? Half of the participants in the room indicated that they have had discussions about the Common Core. Diana referred to an article in Ed Week July 26, 2011 – Writers Craft Common Core (<http://www.edweek.org/ew/articles/2011/07/21/37curriculum.h30.html?tkn=QYPF7zNPfy4%2B4%2BZ3jjwqgENMY7Ha8if2A0Hg&cmp=clp-edweek>) and recommended the article to attendees. A focus on informational text along with literature is now part of the Language Arts Common Core.

What kinds of training support argumentative writing instead of persuasive writing in the new core? Informational text helps students support points in their written assignments.

Math changes include the integrated math structure of the Common Core. We will no longer offer classes in Algebra, Geometry, and Algebra 2 so we will not be purchasing texts with those titles, but rather looking for texts that follow Pathway B in the Appendix of the Common Core.

Math, secondary I integrates mathematics topics in algebra, geometry, and statistics, and teaches students to solve problems, and develop deeper thinking skills.

We want publishers to develop these materials. Three states have currently adopted the integrated model statewide and about half the states do not adopt either traditional or integrated at the state level, allowing individual districts and

schools to choose pathways. Lack of instructional materials is a problem. Utah school districts are looking at developing their own materials to address this issue. The integration model (Secondary I, II, III) will begin this year. 7th & 8th grades are changing too. Pre-algebra & Algebra texts will not be needed. 6th & 9th grade will be implemented this year in Utah. Honors Secondary I, II, & III will feature Calculus. Utah's definition of secondary I & secondary II are on the state website. Curriculum guides for Math 6th & 9th are available on the website.

(<http://www.schools.utah.gov/core/>)

(<http://schools.utah.gov/CURR/mathsec/Common-Core.aspx>)

The new core structures Elementary Math as K-6; Elementary LA is K-5.

Common Core for English Language Arts (Reed)

How are you implementing or looking at specific grades? Full ELA implementation for 2011 - 2012 school year is underway as directed by the state school board. The full assessment pilot will begin 2013-2014 school year. We plan to be ready for the new assessment.

Utah expects schools to begin the transition right away. Utah will wait for quality materials rather than get something just thrown together. For publishers, beginning to align to common core means preparing materials that match the new core.

Districts will want explicit information about how the standards and materials help students understand the concept(s).

Language Arts concepts in a strand for several grades helps reviewers if the materials meet the core. Utah is part of the SBAC consortium on common core assessments.

How will the testing be written? Assessments will be designed for both types of implementation. Types of assessments for graduation are yet to be decided by the state school board.

5. Guidebook (Alan Griffin)

Deadlines page for fall 2011 cycle were shown and explained. Please email USOE staff if your contact information changes.

Contract due on Sept 23, 2011.

Use the program guidebook. It is the best source of information.

Instructional materials now mean textbooks, software, digital, and on-line curriculum. Digital materials are reviewed in Utah. Digital materials are not required in Utah (like Florida), but many schools are moving toward digital materials.

Recommended Primary – doesn't show people if the materials meet the common core. Does this need to be modified to reflect the common core? Answer: USOE specialists are providing rubrics and standards and objectives to evaluate materials

based on the common core. Integrated materials written for the common core are desired. A publisher representative asked: Will 100% meeting the common core be acknowledged? Currently, there are no attempts to move away from current category structure.

Has Utah done any modification to the common core (within the 15% allowed)? No. The category shown as “Reviewed, But Not Recommended” will be sent to publisher but not posted on RIMS.

If a publisher wants to note that the product won’t match the “Recommended Primary” category- it will be okay. Reviewers will examine the materials anyway. Please send samples early in the delivery process. In the past we have received 9 pallets in one day.

Sample size and volume number question from floor: samples help Utah students get best materials and state law is followed. A USOE participant commented that sending samples is just part of doing business.

Digital product samples standardize requested by participant. This topic will be part of NASTA (soon SIMRA) conference in Boise in August. The format discussion is in the works. Look for updates on the website. Publisher representatives encouraged to attend the NASTA conference

([http://www.nasta.org/2011 ACTS Mtg NASTA.pdf](http://www.nasta.org/2011_ACTS_Mtg_NASTA.pdf)).

Submitting an item applying to more than one course area can be done through the bid process.

Course information showing the course codes on the website shown to the group.

Under “News and Information” is a link to the course codes

(http://www.schools.utah.gov/curr/main/Core_Codes/default.htm)Use this listing for the most recent information. Question about inactive course codes asked.

Elementary grades are listed under Elementary/Early Childhood. Choose the grade level to match the content area. Don’t use an inactive course code when preparing a bid. Anything listed in italics is inactive.

Samples retrieval: All samples are distributed to reviewers, schools, other interested parties. Can another company take publisher product? Materials give away are posted on website. Publishers request an opportunity to come for materials (commission meeting item). Does the sample option violate software license? (commission meeting item) Site license issue for sample2, is the issue. USOE participant replied: Very little left after reviewers finish their work. Most on-line item passwords expire (discussion of topic is planned in NASTA conference).

Samples to USOE and commission members are sent free of charge and no return is expected. USOE doesn’t have the staff to return the samples.

Bid preparation:

Group referred to page 17 (<http://www.schools.utah.gov/CURR/imc/News-and-Information/Bidfile.aspx>) to show how to create a bid.

Please use text editor (use start button, programs, accessories, Notepad)

Line one (only one #1 in entire bid): 1,000000000,publisher name

Line two (item info): 2,97878787574,Math 6, Math,Smith,2011,34.50,text

Line three (ancillary items – none or many info): 3,Teacher Manual, 23, 9786878758, license for 30 students

Line four: (core codes a separate line for each elementary grade take out hyphens in core code – use as many core code as item applies to- line four for each item required) 4,22010000007, 0700

When using a Word document, save it as a text file.

Program created by Alan that helps create a bid file. This bid is on the website.

Bid purpose is to guarantee pricing. List as many pricing structures as desired within the bid. When price goes down, Alan can change the price in RIMS if the price goes down only because a lower price doesn't violate contract.

How to submit digital materials: send instructions to Alan as an email with documentation of how to access for reviewers. Will there be a reply on digital bid when there are problems? If the original bid arrives on time with errors, it will be received but an opportunity to correct the bid will be given.

If item is submitted as a CD or DVD, and we decide to move it to the internet could we change it? The format change could be a substitution, but must be the no more in price.

6. Substitution Process (Alan Griffin).

Substantial changes in items require a new review. Items without substantial changes (after review by content specialist) will be placed under the same contract with the price staying the same. A publisher submits one copy of the current item and one new copy of item for review. Design of policy would allow both items could be used in the classroom because the page numbers matched. Five year contract applies to substituted item.

Five year contracts still apply to digital materials. Commissioners will be discussing changing length of contracts for digital materials. Substituted items remove the ISBN of the original item. If you request the substitution, the original ISBN is removed from consideration.

7. Questions, Concerns, Comments (Alan Griffin)

Clarification of alignment: not currently required.

Minutes are taken and will be posted on line.

Recording (if available) will be posted on line.

Website with helpful hints: Classroom 2.0 under groups look for:

PubHub (<http://www.classroom20.com/group/pubhub>)

(Website required a lot of information publisher reps may not want to disclose)

NASTA Conf Aug 15-17, 2011 in Boise, ID (discussion on digital materials)